

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION**

**Meeting #1629
April 9, 2013**

MEETING MINUTES

********Draft Document Subject to Commission Review/Approval********

The Meeting was called to order in the Town Hall Meeting Room, 11 Rye Street, Broad Brook, CT. at 7:00 P. M. by Chairman Ouellette.

ESTABLISHMENT OF QUORUM:

A quorum was established as four Regular Members (Devanney, Ouellette, Sullivan and Thurz) were present at the beginning of the Meeting; Alternate Member Zhigailo arrived at 7:02 p.m. Regular Member Gowdy was absent. Chairman Ouellette noted Alternate member Zhigailo would join the Regular Members in discussion and votes on all Items of Business this evening.

Also present was Town Planner Whitten.

GUESTS: Alan Baker, Board of Selectmen Liaison to the Planning and Zoning Commission; Dick Pippin, Selectmen; Kathy Pippin, Board of Finance.

LEGAL NOTICE: None.

ADDED AGENDA ITEMS:

Town Planner Whitten noted she had three items for informal discussion at the end of the Meeting.

PUBLIC PARTICIPATION:

Kathy Pippin, Woolam Road: suggested she felt comments made at the previous Meeting by Commissioner Zhigailo regarding support for development of regulations related to medical marijuana as an agricultural activity was a good proposal. Mrs. Pippin thought Commissioners comments involved interesting discussion and opened a lot of doors.

Selectman Pippin felt the Commission was doing a good job; keep up the good work.

APPROVAL OF MINUTES/March 26, 2013:

MOTION: To APPROVE the Minutes of Regular Meeting #1628 dated March 26, 2013 as written.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1629 – April 9, 2013
MEETING MINUTES**

2

Devanney moved/Sullivan seconded/

VOTE: **In Favor:** **Devanney/Ouellette/Sullivan/Zhigailo**
 Opposed: **No one**
 Abstained: **Thurz**

RECEIPT OF APPLICATIONS: None.

**PERFORMANCE BONDS – ACTIONS; PERMIT EXTENSIONS; ROAD
ACCEPTANCE:**

Nothing presented this evening.

PUBLIC HEARINGS: None.

OLD BUSINESS: None.

NEW BUSINESS: None.

OTHER BUSINESS: None.

**BUSINESS MEETING/(1) Plan of Conservation & Development 2014 – Scoping
Workshop:**

Town Planner Whitten continued discussion begun at the previous Meeting. Lengthy discussion occurred, and included the following areas for continued review:

- Refer consideration of Development Initiatives to the Economic Development Commission for suggestions/recommendations.
- Revisit the development of the Kogut property as a municipal (school/recreational) campus
- Revisit the closure of Rye Street and reconfiguration of Town Hall/Elementary School; should be a priority 1.
- Identify and Revalue Potential Property Acquisitions for Municipal Facility needs
- Evaluate School Street Facility as a Satellite Town Office
- Analyze Current and Future Public Safety Facility needs
- Progress has been made regarding recreational facilities – bikeways, waterway trails, BMX park, dog park, community gardens are recent additions - consider adding walking trails, create better balance of recreational vs. farming uses.
- Continue to support East Windsor libraries - investigate/define segment of populace which uses each library and promote public awareness.
- Continue coordination and integration of school and municipal facility planning.
- Evaluate reconfiguration of Elementary School campus, move to priority 1.
- Evaluate need for and feasibility of new school construction.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1629 – April 9, 2013
MEETING MINUTES**

3

- Continue to identify and implement short term steps to provide core facilities, such as modular classrooms.
- Continue to evaluate/consider infrastructure (Town road system) needs.
- Refer evaluation of extension of wastewater collection system to the WPCA for suggestions/recommendations.
- Continue to monitor public utility capabilities.
- Support Public Works in maintaining municipal signage.
- Consider adding development of new street design guidelines.
- Consider effect of climate change.
- Consider developing a sidewalk plan.
- Continue to promote open space funding mechanism, investigate options for implementation.
- Refer establishment/updating of Open Space Action Plan to Conservation Commission.
- Promote connectivity of waterway trails.
- Continue 490 tax abatement program for farmland actively farmed.
- Continue support for farming activities, continue to provide marketing support.
- Continue support for scenic roads; investigate which commission is responsible for identification.
- Continue to support historical and cultural assets.
- Revisit consideration of regulations geared to development of medical marijuana production.
- Adopt Aquifer Protection regulations.
- Seek assistance of Inland Wetlands and/or Conservation Commission regarding identification of environmental issues.
- Promote green technology.
- Continue participation in regional environmental programs, such as hazardous waste collection, bulky item collection.

Discussion included acknowledgement of accomplishment of the following goals:

- Conservation Commission has been separated from Inland Wetlands Commission; Conservation Commission has been working on identification of potential open space parcels, and development of open space evaluation tools. Maintenance of open space inventory falls to the Conservation Commission.
- Farm regulations created.
- Agricultural Commission has been created; seek input from Ag Commission for establishment of policy for agricultural use of municipal land.
- Earth Excavation Regulations have been created.

Town Planner Whitten noted the in-house questionnaire has been sent to all members of Boards and Commissioners, and will be sent to Department Heads. She has also received permission to sign up for Survey Monkey.

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1629 – April 9, 2013
MEETING MINUTES**

4

The Commission agreed to cancel the sub-committee meeting scheduled for April 11th due to member unavailability. Another meeting will be scheduled for April 18th at 4 o'clock.

BUSINESS MEETING/(2) Discussion – Adult Regulations:

Town Planner Whitten reported she has met with Police Chief DeMarco. The Commission was provided with material at this meeting which will be discussed at a future meeting.

BUSINESS MEETING/(3) Signing of Mylars/Plans, Motions:

Nothing presented this evening.

BUSINESS MEETING/(4) Informal Discussion:

- **Congregational Church/relocation of food pantry/establishment of thrift shop:**

Town Planner Whitten advised the Commission the Congregational Church in Scantic previously operated a daycare facility in a separate building on property owned by the church. They also operate the 5 Corner Cupboard food pantry in the basement of the church building. The day care facility is now vacant; the members of the church would like to move the food pantry to the first floor of the separate building, and operate a thrift store out of the basement of that same building. Town Planner Whitten questioned if this proposal would be considered an accessory use of church operated activities, or would it be a change in use of the separate facility?

Discussion followed regarding application options – site plan approval vs. special use permit. The Commission requested a representative from the church attend the next meeting for informal discussion of this proposal.

- **Annette Fortune/lighting:**

Town Planner Whitten reported Ms. Fortune had originally received approval under a site plan application. Since the original approval the zone has been changed to the B-3/Route 140 Business Corridor, which carries with it specific regulation requirements. Ms. Fortune now wants to add lighting to training fields at the facility.

Discussion followed regarding the accuracy of the existing site plan in relation to recent field and/or facility additions. The Commission felt the lighting revisions

**TOWN OF EAST WINDSOR
PLANNING AND ZONING COMMISSION
Regular Meeting #1629 – April 9, 2013
MEETING MINUTES**

5

should be reviewed under a special use permit application; site plan submitted as part of this application should reflect existing conditions.

- **Lincoln Tech/replacement lighting:**

Town Planner Whitten reported previously Lincoln Tech had come before the Commission requesting to replace 6 existing light poles with new/improved lighting fixtures. No new pole locations were proposed. They were able to make those improvements under a Zoning Permit. Lincoln Tech is now asking to replace an additional 4 existing pole locations.

Discussion followed regarding the proposed replacement. The Commission agreed to an in-house administrative approval; submission of an updated photometric plan was requested.

ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 8:35 p.m.

Thurz moved/Sullivan seconded/VOTE: In Favor: Unanimous

Respectfully submitted, _____
Peg Hoffman, Recording Secretary, East Windsor Planning and Zoning Commission
(1171)